




MEMORANDUM

TO: A&E Consultants

DATE: March 9, 2004

From: 
Marsha E. Jackman
Director, DBD

SUBJECT: Technical Certification Committee
Meetings & Pre-Qualification
Certification

Below is a list of the upcoming Technical Certification Committee meeting dates. The Technical Certification Committee is comprised of County staff appointed by the County Manager to review and approve the statement of qualifications and performance data submitted by each firm requesting certification and to ascertain whether the firm is fully qualified to render the required services. Administrative Order 3-39 requires that **all** firms interested in providing professional services for the County must have an active Pre-Qualification Certification (PQC), issued by the County through the Department of Business Development, prior to the submittal deadline of any solicitation, which shall be maintained without lapse throughout the course of the project. PQC means the annual certification process that includes, but may not be limited to, technical certification, affirmative action plan verification, vendor registration, and supplemental forms.

Committee Meeting Dates

March 24, 2004
April 28, 2004
May 26, 2004
June 23, 2004
July 28, 2004
August 25, 2004
September 29, 2004
October 27, 2004
November 17, 2004
December 15, 2004

Technical Certification Application Submission Deadline

March 16, 2004
April 20, 2004
May 18, 2004
June 15, 2004
July 20, 2004
August 17, 2004
September 21, 2004
October 19, 2004
November 9, 2004
December 7, 2004

The monthly Technical Certification meetings begin at 2:00 P.M. and are held at the Stephen P. Clark Building located at 111 NW 1st Street, 13th Floor Conference Room. Please check the Miami-Dade Calendar for any changes in the meeting times and locations.

If you have any questions regarding the Technical Certification or Pre-Qualification Certification programs, please contact Fredric Toney, DBD Senior Professional Services Specialist, at (305) 375-1048. Questions regarding the Vendor Registration should be directed to the Department of Procurement Management at (305) 375-5773.